



DEPARTMENT OF EDUCATION  
Region X – Northern Mindanao  
DIVISION OF MALAYBALAY CITY

Corner Don Carlos-Guingona St., City of Malaybalay



January 2, 2013

2013 - 01 - 0057

DepEd-MALAYBALAY CITY DIVISION

RELEASED

DIVISION MEMORANDUM

No. 003, s. 2013

Date: 01-07-13 Time: 11:15am

By: [Signature]

To:

- |                           |                        |
|---------------------------|------------------------|
| Rhysa Cyle C. Rosalejos   | Accountant II          |
| Dhairyl Jean C. Fajardo   | Sr. Bookkeeper         |
| Nimfa V. Hoy              | Sr. Bookkeeper         |
| Guia Ma. G. Gamutin       | Sr. Bookkeeper         |
| Almaco Filemon Villanueva | Sr. Bookkeeper         |
| Clementina O. Madronero   | Administrative Aide IV |
| Loyd Dawnee Alajar        | Clerk                  |
| Nelly L. Salga            | COS Personnel          |
| Rufelia J. Limbengco      | Cashier II             |
| Archille B. Conol         | Disbursing Officer     |
| Novilyn G. Palma          | Disbursing Officer     |
| Juna D. Jabat             | Administrative Aide    |
| Florabelle R. Porras      | Disbursing Officer     |

You are hereby directed to attend the Division Workshop on the Reconciliation and Preparation of CY 2012 Year-End Financial Reports on January 8-9, 2013 at Veranda, Casisang, Malaybalay City. This activity is geared towards the prompt and accurate submission of the accounting and budgetary reports for calendar year 2012 to DepEd Regional Office, DepEd Central Office and other related Government Agencies. Reports must be submitted in the afternoon of January 9, 2013 subject to reconciliation, revision and consolidation during the region wide workshop to be held at Ozamiz City. Kindly bring your laptop, printer and other materials necessary in the preparation of reports.

Compliance is hereby enjoined.

[Signature]  
**EDILBERTO L. OPLENARIA**  
OIC- Schools Division Superintendent